United States Department of Agriculture

Conservation Innovation Grants

New Grantee Guide

June 2017 Edition

Natural Resources Conservation Service

nrcs.usda.gov/

Forward

Congratulations on your Conservation Innovation Grants (CIG) award! Now that your organization has been selected for a CIG award, the hard part begins—delivering on all of the wonderful things you proposed to do in your application! Lucky for you, we at NRCS are here to help.

CIG is co-administered by the CIG programs staff and grants and agreements staff. Through the life of your project, you will interact with both groups in order to successfully carry out your project, and to successfully be paid for doing so. Federal grant administration is not for the faint of heart, so we developed this guide to help you navigate your responsibilities as a CIG grantee. If you have any questions, please do not hesitate to reach out to us.

Kari Cohen
Director – Conservation Innovations Team

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Signing Your Agreement and Starting CIG Projects

After NRCS announces the annual slate of CIG awardees, a Grants Management Specialist (GMS) will contact each awardee and send along the grant award package. At a minimum, your award package will include an NRCS-ADS-093 (Notice of Grant and Agreement Award) form, Statement of Work (taken from the project proposal), and General Terms and Conditions.

Please review the award package for accuracy. Contact the grants management specialist immediately if you have questions or find any errors in your package. Once satisfied with the documents, please sign and send the NRCS-ADS-093 form back to the GMS. The GMS will then work internally at NRCS to finalize the package and fully execute the grant agreement.

IMPORTANT NOTE—CIG awards are not fully executed until NRCS leadership signs the NRCS-ADS-093 and sends the fully signed document back to the awardee. **Do not begin work until you receive a fully executed agreement.** NRCS is unable to reimburse for project charges accrued before the date on the fully executed agreement. NRCS aims to fully execute all awards within 30 days of forwarding the award package to the grantee. We encourage awardees to review your award package and send the signed ADS-093 back to the GMS as quickly as possible to avoid any delays in starting your project.

If it appears as though the agency will be delayed in completing the CIG grant agreements, NRCS may offer grantees the option of requesting a pre-award letter, which authorizes project expenditures for a given period of time prior to completion of the grant agreement. NRCS will contact awardees if pre-award letters are authorized in any given year.

Again—without a fully executed grant agreement, please do not begin work on your project. When in doubt, please ask!

Official Grant Project Contacts

Technical Contact

NRCS assigns a technical contact to each CIG project. NRCS makes assignments based on technical specialty and also takes into account geographic proximity to the project.

NRCS technical contacts help ensure that grantees complete the deliverables included in their grant agreement. Technical contacts review semi-annual reports, keep in regular contact with grantees, assess project progress, and provide feedback to CIG program staff and the grantee. At the conclusion of the project, the technical contact evaluates the results of the project and makes recommendations for any next steps by the agency for incorporating project successes or results into agency operations.

Technical contacts must receive copies of the following documents from grantees: Semi-annual progress reports, final reports, and agreement modification requests.

NRCS each year tries to make available to CIG technical contacts a limited amount of travel money for contacts to conduct project site visits.

Administrative Contact

The NRCS Grants & Agreements staff assigns an administrative point of contact to monitor your project for administrative compliance. The assigned administrative contact is listed on the NRCS-ADS-093 form in block 8.

The administrative contact will administer amendments, budget changes, extensions, changes in scope of work, etc.

Grants & Agreements staff (though not necessarily the assigned staff member) review CIG Requests of Advancement or Reimbursements (SF-270s, see page 6) and work with CIG program and NRCS financial management staff to process payments. Grants & Agreements staff also review all financial reports and progress reports, review required audits for compliance, and upon grant expiration initiate closeout procedures.

Requests for Advances and Reimbursements

NRCS CIG payment requests are submitted by grantees each quarter on a reimbursable basis. In cases of hardship, grantees may request monthly reimbursements, but such a change must be requested by the grantee and approved by CIG program staff. The grantee may also request advances in cases of hardship or special circumstances – please contact the CIG team. Advance payment requests require the approval of CIG program staff.

Both advance and reimbursement requests are submitted using the SF-270 form and must be accompanied by documentation supporting the amount requested. Refer to Appendices A and B for information on correctly completing the SF-270 form. All CIG project funds must be expended within 90 days after the award expiration date. Refer to the NRCS General Terms and Conditions, Part V (attached to your grant agreement) for additional information regarding payments.

Send all SF-270 advance and reimbursement requests to two email addresses:

- Grants & Agreements payment request inbox: EastAgmtPayRequests@wdc.usda.gov
- CIG program inbox: nrcscig@wdc.usda.gov

NRCS strives to complete payment requests within 30 days. Grants & Agreements staff process all requests before sending them to CIG program staff for certification and uploading to NRCS Accounts Payable. Once uploaded, payments are made within 5-10 business days.

Reporting Requirements

Grantees are responsible for submitting regular progress and financial reports, as outlined in the NRCS General Terms and Conditions, Part VII. An overview is below.

Project Progress Reports

Twice a year, grantees submit progress reports that document project progress toward deliverables, challenges or delays, goals (met and unmet), and any other pertinent information (analysis, explanation of cost overruns). The report should also include any preliminary results related to practice standard revisions, completed or promising products, press releases for interim successes, and news articles highlighting the project. Semi-annual reports must include a list of EQIP-eligible producers (names only) involved in the project.

Submit semi-annual progress report in accordance with the following schedule.

Progress Report Period	**Report Due Date**
October 1 - March 31	April 30
April 1 - September 30	October 31

Semiannual reports must be submitted to both the project technical contact (see page 5) and the CIG inbox - nrcscig@wdc.usda.gov

Appendix D contains a semi-annual progress report template.

Financial Reports

Grantees must submit the Federal Financial Report form SF-425 in accordance with the following schedule (refer to NRCS General Terms and Conditions, Part VI).

Progress Report Period	**Report Due Date**
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

The SF-425 must be submitted to the CIG inbox and to the project's Administrative Contact. Instructions for completing the SF-425 is in Appendix C.

Final Report

Grantees are required to submit a final project report within 90 days of the project’s end date. The final project report summarizes the project's results and describes methods, quality control, findings, and recommendations.

NRCS publishes all final reports on the CIG website. As such, final reports should be written for a wide audience and must not include any Personal Identifiable Information (such as names of agricultural producers, addresses, financial information, propriety business information, social security numbers, etc.).

On the CIG grantees' web page, sample final reports will be posted to provide grantees examples of well-received reports. Again, final reports should be relatively brief and explain project results and challenges to the public and stakeholders in easy-to-understand language. NRCS technical experts may request additional details and technical information from the grantee at any time.

Agreement Modifications

In the course of CIG projects, grantees sometimes find it necessary to request modifications to their grant agreement. Refer to NRCS General Terms and Conditions, Part IV (included in your grant agreement) for additional information and the Award Modification Checklist in Appendix F.

Examples of modifications include:

- No-Cost Extensions - Grantees may request a no-cost to allow additional time beyond the established expiration date. The extension is to ensure adequate completion of the originally approved project. No additional funding will be added to the award to allow for completing the project during the extension.

  The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds. Normally, no single extension may exceed 12 months and only in exceptional cases will more than one extension be considered.

- Budget Changes - In general, CIG recipients are allowed a certain degree of latitude to re-budget within and between budget categories (found of the SF-424A) to meet unanticipated needs and to make other types of post-award changes. Some changes may be made at the recipient's discretion as long as they are within the limit of 10% of the total award established by NRCS.
  - **For example**, NRCSs allows for discretionary changes to the budget up to 10% of the total award amount on a total award of $100,000. A line-item change of $1000 from out-of-town to local travel within the “travel” cost category would be allowed because it was within a single cost category and it did not exceed the 10% threshold of $10,000 (10% of the total award of $100,000).

- Change in Scope of Work - Please coordinate any changes in your scope of work and or deliverables with the NRCS technical contact assigned to the project.

- Change in Project director/Key Personnel - If the approved project director severs his or her connection with the recipient or otherwise relinquishes active direction of the project (either permanently or for a continuous period of more than 3 months or a 25 percent reduction in time devoted to the project), then the recipient must get prior approval for a reduction in time or a replacement project director. In lieu thereof, the recipient has the option to relinquish the award (in which case the award will be terminated by mutual agreement, in accordance with 2 CFR 200.339.

We recommend submitting all modifications as soon as possible. However, all modification requests must be submitted no less than 30 days before the grantee would like to see the modification take effect. All modification requests must be submitted to:

- Technical contact
- CIG inbox (nrcscig@wdc.usda.gov)
- Administrative contact (NRCS-ADS-093 form in block 8)

The project’s technical contact must approve all requests for modifications before the Program and Administrative contact can approve and process any requests.

Environmental Compliance and Cultural Resources

Every NRCS funded conservation project that involves ground disturbance activities, is subject to the National Environmental Protection Act (NEPA). As part of NRCS's effort to comply with NEPA, each ground disturbing CIG project must undergo an Environmental Evaluation (EE) before commencing. CIG EEs are completed by NRCS state office staff in the relevant project states. After the grant agreement (NRCS signed AD-093) is fully executed but BEFORE implementation begins, the NRCS state office(s) will contact the grantee to confirm project site(s). The state office staff will conduct an environmental evaluation (EE) and prepare the NRCS-CPA-52, EE Worksheet, if required. The state office staff may, in rare cases, request that the grantee prepare an Environmental Assessment or Environmental Impact Statement. The State Office will inform the grantee when compliance efforts are complete and project work may begin.

If you are NOT contacted by state office and would like to begin your project, please contact NRCS's National Environmental Coordinator:

National Environmental Coordinator
Andrée DuVarney
(202) 384-7408
Andree.duvarney@wdc.usda.gov

Cultural Resources Procedures

As part of compliance with National Historic Preservation Act the NRCS state office will, after agreement and **BEFORE** implementation begins, determine if any proposed ground-disturbing activities have the potential to cause effects on historic properties, conduct field reviews or inspections as needed, and determine project effects. For any questions about cultural resources procedures, please contact CIG staff or NRCS's National Cultural Resources Specialist:

National Cultural Resources Specialist
Dana Vaillancourt
202-720-4912
Dana.vaillancourt@wdc.usda.gov

Public Affairs

Taking advantage of public affairs opportunities is a critical part of being a CIG grantee for two main reasons: 1) to spread the word about CIG projects and successes far and wide and 2) to build support for the program from stakeholders who are able to see program successes.

The CIG webpages will house basic information about your project. CIG program staff, working with NRCS public affairs staff, may contact grantees to develop blog postings, feature stories, news releases, social media and more communications products to highlight project successes.

CIG grantees should, when feasible, coordinate with the NRCS CIG program and public affairs staff on announcements related to the USDA grants. NRCS can provide official logos and photos, program descriptions and other relevant agency information. NRCS and CIG grantees can collaboratively promote CIG project milestones to leverage communication resources and reach a wider and more diverse audience.

At a minimum, please credit the NRCS and the Conservation Innovation Grants program in any posters, presentations, papers, news releases or other public information about your project. You may consider using the following statement below, if appropriate:

"This work is supported by the Conservation Innovation Grants program at USDA's Natural Resources Conservation Service."

Please submit to technical contacts and CIG program staff any news releases, videos, photos and other media about CIG projects.

CIG Travel Costs

The CIG funding announcement requires each proposal to include $3,000 for travel “designated by NRCS.” In general, the funds are to be used to travel to conferences or meetings where grantees have the opportunity to share project progress or results with a wide audience. Examples include the annual Soil and Water Conservation Society annual meeting (where NRCS often has a CIG Showcase event), the Conservation Finance Practitioners Roundtable, and the National Network on Water Quality Trading.

Grantees should work with their NRCS technical contact to identify and discuss travel opportunities.

Program Contacts

Director, Conservation Innovation Team
Kari Cohen
Kari.cohen@wdc.usda.gov
202-720-6037

CIG, Program Analyst
Melleny D. Cotton
Melleny.cotton@wdc.usda.gov
202-720-7412

CIG, Natural Resources Specialist
Phil (Kipp) Cherry
Phil.cherry@wdc.usda.gov
202-720-1845

CIG Inbox - nrcscig@wdc.usda.gov

CIG Webpage - www.nrcs.usda.gov/technical/cig

Grants & Agreements payment request inbox: EastAgmtPayRequests@wdc.usda.gov

Appendices

How to complete the SF 270 – Request for Advance or Reimbursement

To request grant funds, you must use the **Request for Advance or Reimbursement**, **Standard Form 270**. We strongly recommend that you use the newest version of the SF 270 form (check the expiration date annotated in the upper left corner). The newest SF 270 form version contains built-in calculation features to assist in completing the form correctly.

Submit your reimbursable request based on actual expenses on a **quarterly basis**. Please do not make monthly submissions, monthly submission are only permitted on a case-by-case basis and require pre-approval. If necessary, you may request a funding advance, advancing of funds requires additional paperwork and is approved on a case-by-case basis. Keep in mind that the CIG program does not advance more than one month worth of anticipated expenses.

Narrative and financial reports, as well as payment requests must be timely and properly completed in order to avoid payment delays. Any overdue project and financial reports or incorrect payment request forms (e.g. amounts listed are incorrectly summed or required cost-share is not shown) will result in payment requests being held until corrected or until additional information is received. NRCS reviews and then forwards certified requests to the Department of the Treasury for final review and payment by automatic deposit.

STEP BY STEP INSTRUCTIONS for SF 270 boxes:

1. Type of Payment Requested

    a. Check **ADVANCE** if you wish to receive Federal funds for expenditures you expect to incur and pay within one month project period as noted in box #8 "*Period covered by this request"*. Please submit the advance request as early as possible in order to allow for review and processing. Advances should include a written explanation/supplemental information and a description of how funds will be expended, these anticipated expenditures should correspond to the approved budget and project schedule. The written explanation should also include the expected contribution of cost-share funds during the month that the funds are being requested.

    Check **REIMBURSEMENT** for reimbursement of **quarterly** expenditures already spent through the grant. If you have received pre-approval for an advance, check both blocks to request a combined reimbursement and advance. All costs must be *incurred* within the period of support indicated on the Grant Award Summary or as amended by an extension letter signed by the NRCS. *At the completion of your grant period, reimbursement funds may be requested up to 90 days after the grant period has ended.*

    b. Check **FINAL** if this will be the last or only payment you are requesting on this grant; otherwise check **PARTIAL**.

Appendix A

2. Select the accounting method used to record expenditures. If you recognize expenses only as you pay them, check **CASH**. If you recognize expenses before paying them, check **ACCRUAL**.

3. Enter "**USDA-NRCS-CIG**".

4. Show the 14-digit grant number assigned by the NRCS (see the Grant Award Summary). Please make sure this is for the correct grant, if you have multiple grants with NRCS.

5. Numbered "1" for the first request, "2" for the second, etc. Please note that reimbursement requests can be combined and separate requests do not need to be sent for each month or quarter.

6. Enter your organization's Employer Identification Number (EIN), also known as the Tax Identification Number (TIN), assigned by the Internal Revenue Service.

7. May be left blank, or you can insert your own account number for your own tracking purposes.

8. Enter the expenditure period covered by this payment request, <u>not</u> the entire period of the grant (unless this is a one-time request). This expense period must fall within the stated grant period on the Grant Award or as amended by an extension letter signed by the NRCS. Each period typically follows the previous in a sequential order.

9. Enter the name and full address of the grantee

10. Leave blank, as all payments are made by electronic fund transfer

11. Computation of Amount Requested

    Appendix B of this guide there is a sample of the SF-270 form for the following situation. The Association received a CIG award on October 1, 2016. Today is April 2, 2017. The association is submitting a SF-270 to request the next quarterly reimbursement. Payment number 1 was requested for the period covered by 10/1/2016 - 12/31/2016. The Association received a payment of $8,278.36 as requested. Payment number 2 in the amount of $6,700.00 is being requested for the period covered by 01/01/2017 - 3/31/2017. Since October 1, 2016, the cumulative cost of this project to the Association is $14,978.36.

    a. Indicate all allowable project costs (cost share and NRCS funds) that have been incurred and/or paid as of the date listed. Please fill in the "As of date" in box "a."

       The total program outlays to date should include the difference in cost-share from the prior request, as well as the prior payments received. For reimbursements, the form should also include the current amount requested.

       For any subsequent requests, this figure **must be cumulative**. All costs claimed must be allowable and appropriate expense documentation (e.g., timesheets, payroll records, contracts, receipts, invoices, cancelled checks, etc.) must be maintained and available for submission upon request but not submitted to NRCS unless requested.

b. Provide this information only if you received income from program income, such as meeting registration fees, etc., that are to be applied to the grant.

c. Line 11a. minus 11b.

d. Provide this information if you are requesting a pre-approved advance of NRCS funds to cover expenses to be incurred within a one month period as indicated in box 8 "Period covered by this request." This is the period during which costs will be incurred and funds expended. Line 11d. should usually match line 11i. for advances and should only list the Federal funds requested. Advances should also include a supplemental written explanation on how funds will be used that corresponds with the approved budget and project schedule. Expected cost-share for the advance period should also be shown in this written explanation.

e. The total of lines 11c. and 11d.

f. Enter the total amount of cost share represented in the amount on 11e. **This is required for both reimbursements and advances.** See the Grant Award Summary and approved project Budget Form for the expected cost sharing amount. Cost share is closely tracked throughout the project. (Divide the cost-share by the total project costs on line 11e. to see if you are currently at the percentage of cost-share required.) **If you are not meeting the expected cost sharing, you must provide a brief supplemental explanation when submitting your payment request. Please explain the shortfall and when you expect to make it up.**

g. Subtract line 11f. from line 11e.

h. Indicate all NRCS funds previously requested for this grant. This should correspond with prior request forms.

i. Show the amount you are now requesting. Subtract line 11h. from 11g.

12. DO NOT USE THIS SECTION.

13. Can be manually or *electronically signed by a responsible fiscal agent for the grant.

***A word of caution regarding electronic signatures** – electronic signatures may be stripped from your document during the transmission and review process. NRCS will not process any SF 270 without a signature. To avoid delays caused by missing electronic signatures, we recommend that you manually sign the document.

Once complete, scan it and email the signed form as a PDF to the Payment Team inbox at eastagmtpayrequests@usda.gov, and copy the CIG inbox at nrcscig@wdc.usda.gov.

Keep the original in your files. Please do not mail. Duplicate copies are NOT needed.

OMB Number: 4040-0012
Expiration Date: 01/31/2019

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. TYPE OF PAYMENT REQUESTED	a. *"X" one or both boxes* ☐ **ADVANCE** ☒ **REIMBURSEMENT** b. *"X" the applicable box* ☐ **FINAL** ☒ **PARTIAL**	2. BASIS OF REQUEST ☒ **CASH** ☐ **ACCRUAL**

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED	4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY
USDA-NRCS-CIG	ENTER NRCS AGREEMENT #

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST	6. EMPLOYER IDENTIFICATION NUMBER	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER
2	00-1111111 (EIN or TAX ID#)	

8. **PERIOD COVERED BY THIS REQUEST**

From: 01/01/2017 To: 03/31/2017

9. RECIPIENT ORGANIZATION

Name: EXAMPLE ASSOCIATION
Street1: 1400 Independence Avenue
Street2:
City: WASHINGTON
County:
State: DC: District of Columbia
Province:
Country: USA: UNITED STATES
ZIP / Postal Code: 20250-1111

10. PAYEE *(Where check is to be sent if different than item 9)*

Name:
Street1:
Street2:
City:
County:
State:
Province:
Country:
ZIP / Postal Code:

11.	COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ ACTIVITIES		(a)	(b)	(c)	TOTAL
a. Total program outlays to date	(As of date) 03/31/2017	$ 14,978.36	$	$	$ 14,978.36
b. *Less:* Cumulative program income					
c. Net program outlays *(Line a minus line b)*		14,978.36			14,978.36
d. Estimated net cash outlays for advance period		0.00			0.00
e. Total *(Sum of lines c & d)*		14,978.36			14,978.36
f. Non-Federal share of amount on line e		0.00			0.00
g. Federal share of amount on line e		14,978.36			14,978.36
h. Federal payments previously requested		8,278.36			8,278.36
i. Federal share now requested *(Line g minus line h)*		6,700.00			6,700.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month				
	2nd month				
	3rd month				

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	$
b. *Less:* Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested *(Line a minus line b)*	$

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED
MUST BE SIGNED. DATE MUST BE AFTER THE PERIOD OF PERFORMANCE END DATE (REF. BLOCK 8)	06/08/2017

TYPED OR PRINTED NAME AND TITLE

Prefix: First Name: Jane Middle Name:

Last Name: Smith Suffix:

Title: Chief Conservation Officer

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

123-456-7890

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

Item	*Entry*

2 Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.

4 Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.

6 Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.

7 This space is reserved for an account number or other identifying number that may be assigned by the recipient.

8 Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.

Note: The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.

11 The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.

Item	*Entry*

11a Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in- kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.

11b Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.

11d Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.

13 Complete the certification before submitting this request.

Reset Form

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted USDA-NRCS-CIG	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) ENTER NRCS AGREEMENT # 69-3A75-17-001	Page 1 of 1 pages

3. Recipient Organization (Name and complete address including Zip code)
EXAMPLE ASSOCIATION
1400 INDEPENDENCE AVENUE, WASHINGTON, D.C. 20250-1111

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
111111111	00-1111111 (EIN or TAX ID #)	69-3A75-17-001	☒ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	☒ Cash ☐ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
10/01/2016	09/30/2019	03/31/2017

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. **Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension) d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
	14. Agency use only:

Standard Form 425 - Revised 6/28/2010
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

Federal Financial Report Instructions

Report Submissions

1) Recipients will be instructed by Federal agencies to submit the *Federal Financial Report* (*FFR*) to a single location, except when an automated payment management reporting system is utilized. In this case, a second submission location may be required by the agency.

2) If recipients need more space to support their *FFR*s, or *FFR* Attachments, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal grant or other identifying number (if reporting on a single award), recipient organization, Data Universal Numbering System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

Reporting Requirements

1) The submission of interim *FFR*s will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final *FFR*s, the reporting period end date shall be the end date of the project or grant period.
2) Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

Note: For single award reporting:

1) Federal agencies may require both cash management information on lines 10(a) through 10(c) and financial status information lines 10(d) through 10(o).

2) 10(b) and 10(e) may not be the same until the final report.

Line Item Instructions for the Federal Financial Report

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the *FFR* Attachment. *Do not complete this box if reporting on multiple awards.*
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this

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FFR Number	Reporting Item	Instructions
		information on the *FFR* Attachment. *Do not complete this box if reporting on multiple awards.*
6	Report Type	Mark appropriate box. *Do not complete this box if reporting on multiple awards.*
7	Basis of Accounting (Cash/Accrual)	Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this FFR. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. *Do not complete this line if reporting on multiple awards.*
	Project/Grant Period, To: (Month, Day, Year)	See the above instructions for "Project/Grant Period, From: (Month, Day, Year)."
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final *FFR*s, the reporting period end date shall be the end date of the project or grant period.
10	**Transactions** Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain *FFR* data.	
Federal Cash (To report multiple grants, also use FFR Attachment)		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors. For multiple grants, report each grant separately on the *FFR* Attachment. The sum of the cumulative cash disbursements on the *FFR* Attachment must equal the amount entered on Line 10b, *FFR*.
10c	Cash On Hand (Line 10a Minus Line 10b	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation

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FFR Number	Reporting Item	Instructions
		on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)
10f	Federal Share of Unliquidated Obligations	Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions. *Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.*
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
Recipient Share: Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost

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FFR Number	Reporting Item	Instructions
		sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
Program Income: Do not complete this section if reporting on multiple awards.		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line10j.
10m	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	**Indirect Expense:** Complete this information only if required by the awarding agency. Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9.	
11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
Remarks, Certification, and Agency Use Only		
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.

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FFR Number	Reporting Item	Instructions
13e	Date Report Submitted (Month, Day, Year)	Enter the date the *FFR* is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.

NRCS CONSERVATION INNOVATION GRANT

Semi-annual Progress Report

Grantee Entity Name:	
Project Title:	
Agreement Number:	
Project Director:	
Contact Information	Phone Number: E-Mail:
Six Month Period Covered by Report:	
Project End Date:	

A. Project Status

1. Summary of progress, including the results to date and a comparison of actual accomplishments with proposed goals (milestones) for the period and, where project output can be quantified, a computation of the costs per unit of output.
2. Current problems or unusual developments or delays.
3. Reasons why goals and objectives were not met, if appropriate.
4. Additional pertinent information including, where appropriate, analysis and explanation of cost overruns or high unit cost.
5. Any funded or unfunded time extensions.
6. Any changes to the project's original objectives, methods, or timeline with a summary of the justification for the changes.
7. Lessons learned that inform future project activities or broader efforts in the project's topic area.
8. Work to be performed during the next six month period.

B. Project Results

1. Any preliminary results that can be used by NRCS for practice standard revisions, new practice standard adoption, policy changes, program revisions and training opportunities.
2. Products, software tools and/or technologies currently ready for adoption and/or transfer.
3. Potentially promising products, software tools and/or technologies not yet ready for adoption and/or transfer, and a description of what is needed to reach that maturity.
4. Identification of any new data or research needs to inform broader efforts in the project's topic area.
5. Project activities that have been featured on recipient or partner websites and success stories that could be amplified by NRCS.

C. EQIP Requirements

Provide the following in accordance with the Environmental Quality Incentives Program (EQIP) and CIG grant agreement provisions:

1. A listing of EQIP-eligible producers involved in the project, identified by name – **Do not include personal identifying information such as social security number or address;**
2. The dollar amount of any direct or indirect payment made to each individual producer or entity for any structural, vegetative, or management practices.

Final Project Reports
Guidance

Conservation Innovation Grants (CIG)

Numerous groups, including Natural Resources Conservation Service (NRCS) employees, congressional staffers, other government agencies, and non-governmental organizations, take interest in the information associated with funded grant proposals to address conservation technology and innovation. Information from Final Project Reports assist principal users in the technology transfer process.

Final Project Reports are a permanent record of project accomplishments. Reports are used to assess the success of grant program, as an important element in ensuring accountability and good management of public funds. Reports are also used to transfer appropriate technology to State and Federal agencies for use with agricultural producers. Please do not include any Personal Identifiable Information (PII) in the final report.

Follow the format below to describe the methodology or procedures used to evaluate the project, determine the technical feasibility, and quantify the results of the project for a final report.

Final Project Reports

Grantees are required to submit a Final Project Report of project accomplishments at the conclusion of the grant. Final Project Reports are due 90 days after the expiration of the agreement. Reports should be submitted electronically as PDF or Word via e-mail, thumb drive or CD.

The Final Project Report will summarize the project and describe methods, quality control, findings, and recommendations. Final Project Reports should be prepared by or under the supervision of the project's principle investigator. Preparing thorough interim reports as the project progresses will make the Final Project Report easier to develop.

The Final Project Report should contain the following components:

- Cover Page
  - Title of the grant or project
  - Name of the principal investigator or project manager
  - Timeframe covered by the report
  - Grant number
  - Date of submission
  - Deliverables identified on the grant agreement
- Table of Contents
- Executive Summary
- Introduction
- Background
- Review of methods
- Discussion of quality assurance
- Findings

- Conclusions and recommendations
- Appendices and Technology Review Criteria

Executive Summary: A summary of the activities carried out during the project, difficulties encountered, major findings, and conclusions/recommendations. The Executive Summary should answer these questions:

- What NRCS designated priorities were met with this grant?
- What were the goals and objectives for this project?
- What were the accomplishments?
- Were the goals and objectives met? If not, what were the barriers to completion?
- Was the project completed on time? If not, what were the reasons for extending the timeframe?
- Who are the customers that benefit from this grant?
- Were project funds spent as anticipated? If not, describe major changes in the budget.
- What methods were employed to demonstrate alternative technology in this project?
- What were the quantifiable physical results from this project?
- What were the economic results?
- Are there Federal, State, and local programs that may be used to implement this project?
- What are the major recommendations resulting from this project?

Introduction: The Introduction should set the stage for the discussion that follows. The Introduction and some of the following sections will expand on material that was condensed in the Executive Summary. At a minimum, include the following items:

- A brief overview of the project: who, what, where, when, and how (key personnel and a description of their qualifications).
- Project goals and objectives (including those designated in the NRCS grant request).
- The scope of project tasks.
- Business or academic relationships that facilitated the project, including leveraging (both direct and in-kind support).
- How the project was funded.

Background: Describe the factors that lead to the development of this project. Include the following items:

- What is the problem the project was intended to address?
- A brief account of previous attempts to solve the problem.
- How the problem is usually dealt with today.
- What agriculture or environmental sector could benefit by this project?
- What natural resource issues are addressed?
- The negative effects of the problem on the environment, the community, or the producer's economic welfare.

Review of methods: Describe the physical and analytic activities of the project. Include the following items:

- Explain what was innovative about the project, in terms of the equipment used, the management process employed, changes in timing, or anything about the project that makes it different from standard practice.
- Compare the innovative portions of the project to existing practices to show differences in labor input, materials input, economic input and return, changes in production, or changes in the fate and transport of pollutants.

Review of methods (continued):

- If components of the project revolve around marketing an alternative product (example: composted manure), describe how the market was analyzed, economic projections, and any actual marketing activity that took place.
- Describe what the producer did differently to accommodate the project, in terms of labor, maintenance, obtaining materials, feeding, milking, pasturage, cropping, or any other operation adjustments.
- Include a schedule of events that shows when components were built or installed, the period of time that data was collected, and any adverse events such as storms or equipment failure that affected the project.
- Include maps, diagrams, and other material that shows the location of the project, location of equipment and facilities, environmentally sensitive areas, etc.
- Summarize what worked, what didn't work, and why. It is important to know if parts failed or processes did not behave as expected, or maintenance was different than expected, in order to assess future projects.
- What would be done differently in this project if it were started today?

Discussion of quality assurance: Describe the steps taken to ensure that data from the project are valid. Include the following items:

- Project site description: characteristics of the site, sample locations, rationale for locations, map, etc.
- Sampling design - Include the precision level of measurements, completeness (will data be sufficient), how samples and measurements truly represent what is occurring, and comparability (can the project situation be compared to real-life situations).
- Sampling procedures - Describe collection methods, collection frequency, equipment used, volume or amounts sampled, and how samples are handled, stored, and transported.
- Custody procedures - Describe chain-of-custody procedures for samples and data.
- Calibration. What, if any, field equipment will require calibration and how will it be done?
- Sample analysis and quality control. Cite analytical procedures to be used in the field or laboratory, sub-sampling or sample preparation, units of measure to be used. Describe limits of detection. Describe quality control processes.
- Discuss data reduction, analysis, review, and reporting. How raw data is converted and presented, who reviewed it, and how the final presentation was derived.

Findings: Enumerate the physical and economic findings of the project. Show how the findings did or did not support the goals of the project.

Conclusions and recommendations: Summarize the conclusions to be drawn from the project, recommend how the technology should be studied further, how it should be brought into common usage, or why the technology is deemed to be not useful. If the innovation or technology is recommended for common usage, include operation and maintenance recommendations.

Identify the next steps in bringing this technology to the field.

Appendices: Place in the appendices any of the following items that the Final Project Report contains:

- Raw data
- Laboratory reports
- Description of testing methods
- Specifications for manufactured equipment or parts
- Process flow charts
- References
- Budget information
- Survey results
- Maps
- Worksheets;
- Public meeting minutes
- Publication lists
- Any other supporting information not essential to the main body of the report

For Technology Review Criteria: If the process or methods in the project are recommended for field use, include as an appendix the following items, which will facilitate reviewing the new technology for potential field use.

Technology Review Criteria for Alternative Technologies (to be applied under Existing Practice Standards) NOTE: If the Technology Review Criteria (see below) are not appended to the Final Project Report, no recommendation for field use of new technology will be carried out unless specifically requested by an NRCS State Office, at which time the Criteria will need to be developed and submitted by the grantee.

NRCS Conservation Practice Standards (the standard) have been developed to facilitate implementation and cost sharing of conservation methods and technologies. NRCS will review technologies that have the potential to be applied under these standards. It is not the intent of NRCS to provide approval or disapproval of technology for a specific cost-share application.

The decision to implement and provide cost share funds for measures and technologies rests with the State Conservationists and their technical and program staff members. Technology Review Criteria will be prepared by the technology provider, **not** by NRCS staff, and will contain the following:

- A description of the technology (process, method, equipment, or proprietary item) or measure.
- An explanation of how this technology or measure will accomplish one or more of the purposes of an existing standard.
- Process monitoring and control system requirements, if applicable.
- An example of warranties on all construction materials, equipment, or applied processes not covered by other NRCS Conservation Practice Standards.
- An operation and maintenance plan that includes performance monitoring requirements and a replacement schedule for components that will not last for the practice lifespan.
- Estimated installation and annual operation cost.
- Contact information for individuals that have implemented this technology successfully.
- Independent, verifiable data demonstrating results for the use of the measure, equipment, facility or process in other similar situations and locations.
- The credentials of the individual collecting the data along with a disclaimer of any conflict of interest on the part of the individual.
- Contact information for the technology provider.

Upon receipt of this report, NRCS will estimate the time required for review and report back to the grantee and other concerned parties. NRCS will review the information in the report and verify the information where possible. NRCS will consult technical specialists as necessary to ensure a thorough review. Upon completion of this review, NRCS will provide a report noting the strengths and weaknesses of the measure, equipment, or technology as well as a recommendation on the potential for successful implementation.

Conservation Innovation Grants

Agreement Modification Request Checklist

(Please be sure to submit a completed packet with all of the following information)

Organization:
Name:
Address:
Phone:
Email:

Name of project:
Grant start date:
Grant end date:
Through date of last project report:

My organization is requesting (check all that apply):

☐ A **no-cost extension** of the grant deadline
☐ A **change** in scope or deliverables
☐ A **change** in sub-contractual agreements
☐ A **change or absence** of project leadership
☐ A **transfer** of award
☐ A **revision** of the grant budget

Instructions. Review documentation requirements below and submit additional documents as applicable.

1) No-cost extension –

☐ Length of additional time (up to 12 months) required to complete the project
☐ Summary of progress to date
☐ Estimated funds to remain unobligated on the scheduled expiration date
☐ Updated projected timetable to complete project

- ☐ Status of cost sharing to date

2) Budget revision –

- ☐ Indicate from which budget item
- ☐ Indicate the amount of funds to be moved
- ☐ Indicate the new purpose for which funds will be used
- ☐ Submit a new SF-424 form and budget narrative

3) Change in scope or deliverables –

- ☐ Narrative explaining the requested modification to the project purpose or deliverables
- ☐ A description of the revised purpose or deliverables
- ☐ Signatures of the authorized representative, project director, or both

4) Change in sub-contractual agreements –

- ☐ Justification for the proposed sub-contractual arrangements
- ☐ A statement of work to be performed
- ☐ A detailed budget for the subcontract

5) Change or absence of project leadership –

For temporary absence or reduction in duties. If project director relinquishes active direction of the project for more than 3 consecutive months or has a 25 percent or more reduction in time devoted to the project

- ☐ Identify who will be in charge during the project director's absence
- ☐ Include the qualifications and the signature of the replacement, signifying his or her willingness to serve on the project

For permanent removal from project leadership. If project director severs his or her affiliation with the project, the grantee may make a request to -

a) Replace the project director –

☐ Include the qualifications and the signature of the replacement signifying his or her willingness to serve on the project

b) Subcontract to former director's new organization –

☐ Request approval to replace the project manager and retain the award (reference replace the project director requirement)

☐ Subcontract to the former project director's new organization certain portions of the project to be completed by the former project director (reference change in sub-contractual agreement requirement.)

c) Relinquish the award –

☐ Submit a letter signed by the grantee and the project director that indicates that the grantee is relinquishing the award

- Include the date the project director is leaving
- Summary of progress to date

☐ Attached a final Standard Form (SF) 425 reflecting the total amount of funds spent

6) Transfer of award –

☐ The forms and certifications included in the original application package

☐ Summary and work statement covering the work to be completed under the project (deliverables and objectives must be the same as those outlined in the approved proposal)

☐ An updated qualifications statement for the project director showing his or her new organizational affiliation

☐ Any cost-sharing requirements under the original award transfer to the new institution; therefore, cost-sharing information must be included in the proposal from the new organization

Signature:

Date:

Submit to -

CIG Program Manager

NRCS Technical Contact

Copy CIG inbox at nrcscig@wdc.usda.gov

NRCS will forward a letter of approval or disapproval within 30 days of your request. Please contact the CIG Program Manager if you do not receive feedback within 30 days.

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